

Physical Security
Administration and Management of Physical Security

History. This revises III Corps and Fort Hood Regulation 190-3 dated 1 June 1993. Because this regulation has been extensively revised, changes are not highlighted.

Summary. This regulation gives guidance and prescribes policy, procedures, and standards for security of unclassified and sensitive Army supplies and equipment below the wholesale level.

Applicability. This regulation applies to all units, organizations, activities, facilities, and offices (collectively referred to as activities) assigned, attached, tenant, subordinate, or supported by III Corps and Fort Hood, or located on Fort Hood and includes civilian contractors responsible for Army supplies, equipment, or services. This regulation does not apply to III Corps units located on other Army installations. A violation of this regulation by a member of the military is a violation of a general regulation. Judicial or nonjudicial action under the Uniform Code of Military Justice

(UCMJ), Article 92(1); Title 10, U.S.C., Section 892(1) or appropriate adverse administrative action may be taken against violators. Government employees and civilians who violate this regulation may be subject to prosecution under applicable federal and/or Texas state laws or disciplinary action according to appropriate civilian personnel regulations.

Changes. Changes to this regulation are not official unless authenticated by the Directorate of Information Management (DOIM).

Supplementation. Supplementation of this regulation is prohibited without prior approval from III Corps and Fort Hood Provost Marshal.

Suggested Improvements. The proponent of this regulation is the Provost Marshal, III Corps and Fort Hood. Send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-PM-FPSD, Fort Hood, Texas 76544-5021.

FOR THE COMMANDER:

MICHAEL D. BARBERO
Colonel, GS
Chief of Staff



JOSEPH J. FRAZIER
LTC, SC
DOIM

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Chapter 1

General Provisions

Section I

General

1-1. Purpose

This regulation sets forth the requirements, standards, and criteria for physical security of unclassified Army property, supplies, and equipment at Fort Hood, in addition to the Department of Defense (DoD), Department of the Army (DA), and U.S. Army Forces Command (FORSCOM) requirements. It gives guidance and prescribes policy, procedures, and standards for security of unclassified and sensitive Army supplies and equipment below the wholesale level.

1-2. References

Appendix A lists required and related references.

1-3. Explanation of abbreviations and terms

The glossary explains abbreviations and terms.

Section II

Administrative

1-4. Waivers and exceptions

- a. Address all requests for waivers and exceptions to the physical security standards and administrative requirements imposed by this regulation through the chain of command to: Commander, III Corps and Fort Hood, Provost Marshal Office, Force Protection Services Division, Fort Hood, Texas 76544-5021.
- b. Requests for waivers or exceptions to policy shall contain:
 - (1) A statement of the problem or deficiencies.
 - (2) Measures implemented to compensate for the noncompliance with requirements.
- c. Waivers may be granted for periods not to exceed one calendar year from the date of approval.
- d. III Corps Physical Security may grant exceptions on a permanent basis, but subject to review every two years.
- e. Forward request for waivers or exceptions to FORSCOM or DA requirements through Commander, III Corps and Fort Hood, Provost Marshal Office, Force Protection Services Division to Commander, HQ, FORSCOM, ATTN: AFPM-FP, Bldg #200, 1777 Hardee Avenue SW, Fort McPherson, GA 30330-1062.

Section III

Reporting Procedures

1-5. Investigations

An investigation is made of any loss, theft, or missing government property to determine the circumstances and fix responsibility.

- a. If the loss, theft, or recovery of property involves arms, ammunition, and explosives (AA&E), the commander shall comply with AR 15-6 (Procedures for Investigating Officers and Boards of Officers), AR 190-11 (Physical Security of Arms, Ammunition and Explosives), AR 710-2 (Supply Policy Below the Wholesale Level), and AR 735-5 (Policy and Procedures for Property Accountability) for reporting procedures.

b. Personnel who experience a loss or theft of government-owned AA&E while away from Fort Hood shall report such losses to the nearest local police and immediately notify the Fort Hood Military Police (MP) Station of the loss. Table C-1 lists telephone numbers.

c. Government-owned and privately-owned weapons lost or stolen on Fort Hood will be immediately reported to the MP Station as listed in table C-1.

Section IV Responsibilities

1-6. Responsibilities

- a. Provost Marshal (PM):
 - (1) Administers the installation physical security program.
 - (2) Is the intrusion detection system (IDS) program manager for active component and reserve component activities and facilities within Fort Hood's area of responsibility (AOR).
 - (3) Identifies IDS requirements and needs by conducting physical security surveys and inspections, reviewing projects presented at the master planning board and acting upon specific requests from installation tenant activities including military, nonappropriated fund, and commercial facilities.
 - (4) Identifies the operational specifications required to protect any particular facility with an IDS.
 - (5) Prepares the semiannual other procurement, Army (OPA) seven-year forecast requirements for the installation.
 - (6) Programs for operation maintenance, Army (OMA) funds to support the installation, maintenance, and repair (IM&R) of government-owned IDS on the installation.
 - (7) Process requisitions received from a requesting activity for IDS components. Coordinates with the customer to identify IDS component requirements, the DOIM 1114th Signal Battalion for transmission lines, and the Directorate of Public Works (DPW) for installation. Initial issue IDS components are OPA funded and processed as not chargeable for government uses.
 - (8) Assists the customer in ordering the IDS components by furnishing a listing of items needed to fulfill their needs.
 - (9) Prepares and submits IDS site survey request for projects that exceed the capabilities of the PMO to HQ FORSCOM, ATTN: AFPM-FP.
 - (10) Prepare statement of verification for IDS according to AR 190-11, paragraph 3-6h(7), and conduct acceptance test of newly installed or modified IDS.
 - (11) When required, prepares, coordinates, and monitors contracts for commercial activities to perform the IM&R of government-owned IDS.
 - (12) Maintains responsibility and accountability for all government-owned IDS components until they are issued to a requesting activity.
 - (13) Inspects units in the field to determine accountability and security of AA&E.
 - (14) Randomly selects units and inspects for accountability of both ammunition and residue, compliance with 100 percent daily inventory requirements, and all appropriate records and forms.
 - (15) Randomly selects and inspects units with AA&E on the range and in training areas for compliance with all accountability and security procedures. Inspectors will inspect to see if the Range Safety Officer (RSO) conducts "shake downs" prior to personnel leaving the range each day.
 - (16) Reports results according to the PMO standing operating procedure (SOP) and:
 - (a) Immediately notifies Range Control of discrepancies on ranges or vehicles enroute to and from range locations.
 - (b) Immediately notifies III Corps Operation Center of discrepancies when discovered in other locations.
- b. Directorate of Logistics (DOL):
 - (1) Provide IM&R for all government-owned IDS on the installation. If IM&R of IDS is under contract, this responsibility falls to the contractor and is not a DOL responsibility.

(2) Supports the program manager for IDS in providing technical assistance for government-owned IDS requirements identified for a facility. If IM&R of IDS is under contract this responsibility falls to the contractor and is not a DOL responsibility.

(3) Maintains shelf-stock replacement component parts for IDS and submits requisitions directly to U.S. Army Aviation and Troop Command (ATCOM) for required repair or replacement IDS components. If IM&R of IDS is under contract this responsibility falls to the contractor and is not a DOL responsibility.

c. Directorate of Contracting (DOC):

(1) Prepares and monitors contracts for leased commercial IDS.

(2) Contracts for maintenance and repair of leased commercial IDS.

(3) Is the contracting officer for leased commercial IDS.

d. Major subordinate commands (MSCs).

(1) Reviews requests for waiver or exception to policy received by their offices and forwards to the PMO, Force Protection Services Division (FPSD) for final review and action.

(2) Ensures realistic physical security plans are established in each activity. Use FM 3-19.30 (Physical Security), Appendix F, as a guide in establishing plans.

(3) Reviews and forwards work requests about physical security matters to the PMO, FPSD for assignment of priority. Coordinates work request about the security of classified defense information with the G-2 Counterintelligence and Security Division.

(4) Reviews physical security plans, SOPs, regulations, policy memorandums, procedures, and other matters about physical security for completeness and accuracy before forwarding to PMO, FPSD for final review and coordination before publication.

(5) Subordinate commands with assigned physical security inspectors may request credentials to be issued to such inspectors according to AR 190-13 (The Army Physical Security Program). Subordinate commands may conduct courtesy inspections of their activities.

e. Commanders and activity chiefs.

(1) Establish a formal physical security program for their activity.

(2) Appoint a physical security officer and/or a key control officer with alternates when appropriate. Record this information using the informal memorandum format.

(3) Commanders are responsible for physical security in their command.

f. Physical security officers and key control officers.

(1) Responsible for their activities' physical security and key control programs.

(2) Supervise the key control program within the activity or organization.

(3) Conduct quarterly inspections of custodial areas to ensure key custodians are well trained in their duties, requirements of this regulation, and local policies. Record inspections on a memorandum for record.

(4) Ensures reports of survey, statements of charges, cash collections, or other required actions be initiated for reimbursement to the government for lost keys or padlocks and for the re-keying on integral door locks when keys are lost.

(5) Maintains, secures, and accounts for all alternate keys other than AA&E and real property keys.

(6) Issues padlocks and one key to the key custodian by serial number on DA Form 2062 (Hand Receipt/Annex Number) or an automated facsimile. Issues both keys to the lock on the operational and alternate AA&E key containers to the armorer. Issues high security padlocks with all keys to the armorer.

(7) Turns high security padlocks, with damaged or broken keys, into the PMO, PSB for recoring and issuance of new keys (see paragraph 4-6f(2) for details).

(8) Appoints, by memorandum, a key custodian and alternate for each custodial area in the command or activity. An individual may act as the key custodian for more than one area.

g. Key custodians.

(1) Control and safeguard keys and padlocks at user level.

(2) Will prepare two separate DA Forms 5513-R (Key Control Register and Inventory), one for "issue only" and one for "inventory only", see Appendix B, Table B-1.

(3) Safeguards and accounts for keys and padlocks issued.

- (4) Will prepare an access roster for the key depository.
- (5) Will prepare an access roster to identify individuals who have access to specific areas, such as, vehicles, container express (CONEXs) or storage areas.
- (6) Personally retain and safeguard keys to key depositories.
- (7) Return defective, broken, or compromised padlocks to the key control officer and obtain replacements as necessary.
- (8) Conduct and record, on DA Form 5513-R, semiannual inventories of locks and keys, including keys to manufactured and integral locking devices.
- (9) Issue keys on DA Form 5513-R.
- (10) Issue personally retained keys on DA Form 2062.
- (11) Perform other tasks required to ensure adequate control of keys and padlocks within the custodial area.
- (12) Secure real property keys.
 - (a) The supply key custodian issues, inventories, and controls real property keys (room keys, building keys), including alternate keys.
 - (b) Activities not having a supply key custodian will appoint a key custodian for control, issue, and inventory of real property keys.
 - (c) The supply key custodian will sign for real property keys from either the battalion S-4 or DPW Real Property as required. A DA Form 5513-R "inventory only" will be prepared reflecting the building number, key serial number and room number, and the total number of each key signed for.
- (13) As armorer, sign for the operational and alternate sets of AA&E keys on DA Form 2062 by serial number.
 - (a) Breaks down the AA&E operational keys into three separate rings.
 - (1) Door and/or issue window keys.
 - (2) Rack and container keys.
 - (3) IDS key.
 - (b) Breaks down the alternate keys into two rings.
 - (1) Door and/or issue window keys.
 - (2) Rack and container keys.
 - (3) The alternate key to the IDS is stored at the alarm monitor station.
- (c) Both the operational and alternate set of keys will be stored in separate small metal containers (ammo can) modified to accept an approved padlock and hasp.
- (d) The metal container (ammo can with the operational keys) will be secured in the unit safe or container at the close of business and receipted for by a responsible individual from the armorer as one locked box.
- (e) The key custodian (armorer) will not have access to the unit security container or safe. Operational keys to the AA&E racks and containers may also be stored in an ammo can (1-6g(13)(d)) secured to the wall or structure in the arms room.
- (f) The locked container and the alternate AA&E keys will be stored at the next higher headquarters and will be signed from the key custodian to the next higher headquarters (normally the S-2) on DA Form 2062 (Hand Receipt/Annex Number) as "one locked metal container."
- h. Customers of IDS.
 - (1) Request a facility or site survey for IDS from the supporting PMO as needed.
 - (2) Prepare requisitions for the identified IDS requirement provided by the PMO and submit through supply channels.
 - (3) Submit the necessary work orders through the supporting installation PMO to the DPW and DOIM 1114th Signal Battalion to ensure the timely installation of the IDS and telephone lines to coincide with the receipt of the components.
 - (4) Maintains accurate accountability for all on-hand, issued, and installed government-owned IDS components.

Section V**Physical Security Vulnerability Analysis, Surveys, and Inspections****1-7. Procedures**

- a. Physical security inspectors assigned to the PMO PSB will conduct entrance and exit interviews with the activity commander or designated representative.
- b. Inspections may be conducted during duty and non-duty hours, announced or unannounced.
- c. Physical security inspectors in possession of inspector credentials DA Form 4261 and 4261-1 (Physical Security Inspector Identification Card) are granted access to all activities except certain special intelligence activities, crypto logical facilities, and evidence depositories upon presentation of their credentials. Physical security inspectors possess at least a SECRET security clearance. Information can be verified by calling the 89th MP Brigade S-2 as listed in Table C-1.
- d. Inspection reports are forwarded through command channels to the inspected activity no later than 30 days after completion of the inspection. If the inspector and the Installation Physical Security Officer determine that the physical security posture of the unit is not adequate, a reply by the unit commander will be attached to and filed with the inspection report.
- e. Vulnerability analysis and inspection reports cite specific violations of regulatory requirements. Reports may also provide comments and specific recommendations for correction of the deficiencies noted.
- f. Activities will retain copies of surveys and inspections until the next survey or inspection.

1-8. Distribution of reports

Reports prepared as a result of a vulnerability analysis, inspection, or survey are routed through the next higher headquarters of the inspected activity.

Section VI**Forms, Records, and Files****1-9. Use of forms**

The use, recording, and filing of forms is outlined below:

- a. Forms and records.
 - (1) Prepare forms and records in ink or type them.
 - (2) Refer to AR 25-400-2 (The Modern Army Record Keeping System (MARKS)) for retention of required forms.
 - (3) Refer to Table B-2 for use of forms. Information on completion of forms is available on the Physical Security public folders. Access the public folder as instructed in Table B-1.
 - (4) Forms and other documents supporting the location of the AA&E will be maintained in the arms room.
 - (5) DA Form 5513-R will be reproduced with front and back of form either as one sheet or attached in some way to keep both sides together.
- b. Files.
 - (1) Required files are located in the facility where inspections and assistance visits occur.
 - (2) The following files are maintained per AR 25-400-2 and this regulation.
 - (a) Inspections.
 - (b) Key and lock control.
 - (c) Inventory and property control.

Section VII**Subject Matter Reference Guide to Army Publication****1-10. A quick reference to other Army Publications**

A subject matter reference guide concerning other Army regulations on physical security are listed in appendix A.

CHAPTER 2**Physical Security Planning****Section I****Coordination****2-1. Security planning**

The Fort Hood PMO is responsible for the overall coordination of physical security efforts. All directives, SOPs, physical security plans, consolidated arms room agreements, and other publications about physical security matters are coordinated through command channels and are reviewed for accuracy and consonance with command policy by the PMO PSB. Correspondence is routed through command channels to: Commander, III Corps and Fort Hood, ATTN: AFZF-PM-FPSD, Fort Hood, Texas 76544-5021 before publication. Commands listed as "through" addresses review correspondence and provide written comments. Physical security matters about intelligence activities, classified storage, or processing of classified information including communication security are coordinated with G-2 Counterintelligence and Security Division.

Section II**Consideration in Planning****2-2. Plan preparation**

A physical security plan or a section in the unit SOP addressing physical security responsibilities is prepared by each activity. An example of a physical security plan is shown in FM 3-19.30, appendix F. Units review their plan annually and update as necessary. The plan is coordinated with the PMO PSB for approval. Subordinate activities may use the plan prepared by their next higher headquarters provided it is supplemented to meet their particular requirements. Revisions, changes, and updates should be annotated with the date of completion.

2-3. Security plan format

The physical security plan should be flexible enough to meet emergencies that are too general to cite individually, while providing detailed instructions to individuals on actions to be taken in response to specific threats.

a. The format in FM 3-19.30 is provided as a guide and may be tailored to meet individual needs. The physical security plan is organized as the primary operating document for all activities. Contingency plans and other physical security instructions are added as appendixes to the plan.

b. Appendixes. Appendixes should contain:

(1) Normal operating procedures and SOP, including arms room and key control procedures.

(2) Instructions to security officers, managers, officers of the day, staff duty noncommissioned officers, and charge of quarters as appropriate.

(3) Guard orders and instructions. Require immediate notification to the sergeant-of-the-guard of actual or suspected crimes occurring on their post or in their presence. Include definitive, concise procedures for liaison between interior guard and sentry posts and MP patrols. It is prohibited to prevent guards and sentries from

reporting crimes directly to MP in their vicinity; however, minor infractions observed by guards involving unit soldiers should be reported to the chain of command.

- (4) Special orders for guard posts.
- (5) Crime prevention measures.
 - (a) Include countermeasures to combat shoplifting, employee theft, and pilferage in retail and money-handling activities.
 - (b) Address personnel screening, inventory monitoring, receiving, and activity spot-checks.
 - (c) Include end-of-day closing SOP delineating individual duties and responsibilities.
 - (6) Contingency plans. Contingency plans should address the following if not already included in unit SOP.
 - (a) Terrorist demands, threats, and actions: Include Force Protection Conditions per AR 525-13 (Antiterrorism).
 - (b) Bomb threats.
 - (c) Civil unrest, riots, disorder, and natural disaster.
 - (d) Security measures for periods of reduced visibility, power failures, and disasters.
 - (e) Evacuation procedures for personnel and material.
 - (f) Storage and security of personnel property during deployment.

Section III

Work Order Requests

2-4. Physical security deficiencies

Units and activities requiring DPW resources to correct physical security deficiencies will route DA Form 4283 (Facilities Engineering Work Request), through their normal chain of command to: Commander, III Corps and Fort Hood, ATTN: AFZF-PM-FPSD, for review and assignment of priority before forwarding to DPW.

2-5. Automated data processing and classified security

Work orders about automated data processing and classified security related construction, remodeling, or upgrading of facilities or areas involving the storage or processing of classified defense information are coordinated with G2 Counterintelligence and Security Division, before sending to PSB.

Chapter 3

Intrusion Detection System (IDS)

Section I

Management of Intrusion Detection System (IDS)

3-1. Overview

AR 190-13 outlines the administration and management of the IDS program to include closed circuit television and other physical security equipment.

Section II

Commercial Intrusion Detection System (CIDS) Operation

3-2. Control unit and mode switch operation

- a. The control unit contains a key operated mode switch in the front cover. This switch is marked with three separate positions. ACCESS (left position), TEST/RESET (center position), and SECURE (right position). The key can only be inserted and removed when the switch is in the SECURE position. *Units will not perform tests.*

b. Individuals on the zone unaccompanied access roster will be issued a unique personal identification number (PIN). PINs will not be shared. Individuals are responsible for the security of their PIN. Giving out a PIN is a physical security violation that will result in command notification and is subject to UCMJ action.

3-3. Opening and closing procedures

When opening and closing a facility protected by an IDS:

- a. Accessing a zone:
 - (1) Open the locks on the entry doors, but *do not open an alarmed door*.
 - (2) At the exterior keypad, press the star (*) button and enter PIN.
 - (3) Press the pound (#) button.
 - (4) If the green PASS light does not go on, *do not enter the zone*. Try the procedure again. If the green PASS light still does not go on, lock the zone and call the alarm monitor station (AMS) as listed in Table C-1.
 - (5) If the green PASS light goes on, enter the zone, insert the alarm mode key in the control unit and turn the ACCESS/SECURE SWITCH to ACCESS within the 30-second entry delay time. The interior keypad's amber ACCESS light will stay on steady for ten seconds, and you have entered properly.
 - (6) If you do not see the ACCESS light when you turn the key switch to ACCESS, call the AMS (see Table C-1), as an alarm has been generated.
- b. When accessing a zone without a PIN, authenticate by calling the AMS operator as listed in Table C-1.
 - (1) You must be on your unit's unaccompanied access roster.
 - (2) You must know the zone CIDS identification number.
 - (3) The AMS operator challenges the caller with an authentication code. The caller responds by giving the correct code response. Authentication code sheets are revised semi-annually.
 - (4) After authentication and the facility is opened, the armorer immediately proceeds to the control unit cabinet, inserts the mode switch key, and switches the system to ACCESS mode. The key must remain in the ACCESS position until the activity is closed.
- c. Securing a zone:
 - (1) When closing and securing the arms room or facility, televisions, radios, alarm clocks, fans, heaters, and telephones must be turned off or unplugged. Secure any loose paper or items that could fall after the zone is secured. These items can cause monitor sensor alarms.
 - (2) Go to the interior keypad, press the star (*) button, and enter PIN.
 - (3) Press the pound (#) button.
 - (4) If the green PASS light does not go on, try the procedure again. If the green PASS light still does not go on, call AMS as listed in Table C-1.
 - (5) If the green PASS light goes on, turn the ACCESS/SECURE switch to SECURE, leave the zone, and lock the alarmed door within 30 seconds.
 - (6) Check the exterior keypad to ensure the red FAIL light goes out.
 - (a) If the light does not go out, go back into the zone and turn the ACCESS/SECURE to ACCESS. Recheck the zone for fans, etc. and repeat the securing procedure. If the red FAIL light is still flashing, call the AMS.
 - (b) If the ACCESS light is flashing, wait for the 30-second exit delay to run down and the PASS and SECURE lights to go on. They will stay on for ten seconds. This indicates a proper securing of the zone. Finish locking up the zone.
 - (7) When the securing procedure fails, there will be a steady FAIL light at the outside keypad plus an audible alarm. You *must immediately* re-enter the zone and turn the ACCESS/SECURE key switch back to ACCESS and start the securing procedures again.
- d. If the facility remains in ACCESS past normal closing time, notify the AMS and indicate the anticipated closing time. Monitor operators are instructed to dispatch MP patrols to investigate any facility, which has not closed at prearranged or routine times.
- e. When an IDS is to be placed in an inoperative status (arms room is to be empty) all PINs are voided, the mode key is placed in the switch, turned to ACCESS, and left in this position until system is operational and new PINs are issued.

3-4. Access by maintenance personnel

- a. PMO PSB prepares an access roster that lists all physical security and authorized maintenance personnel who may be admitted to areas protected by IDS. Maintenance personnel are also required to possess a valid identification card with photograph and valid PINs.
- b. Units and activities may verify the identity or status of any person who desires access to an IDS or components by calling the PMO PSB or AMS as listed in Table C-1.
- c. Properly identified personnel should not be refused access, but will be accompanied.

3-5. CIDS and other IDS training

This regulation requires armorers to attend the armorer course conducted by the III Corps Troop School.

3-6. IDS maintenance

The only required user-level maintenance of IDS is dusting of the cabinets, sensors, and components with a dry cloth. Damp cloths, liquids, polishes, waxes, or other similar solutions will not be used on or near any IDS components or cabinet.

3-7. Prohibitions

- a. Objects will not be placed in front of any IDS sensor or in such a manner that the object blocks the path of the sensor.
- b. Nothing will be placed on top of, over, or adjacent to the top of any IDS sensor, cabinet, or component.
- c. It is prohibited to tamper with, dismantle, repair, attempt to defeat, inspect internal operating equipment or controls, or damage any IDS sensor or component. Doing any of the above will cause a "tamper" alarm and MPs will be dispatched.
- d. It is prohibited to turn off or disengage any IDS without prior approval of the PMO PSB. Turning off the system will cause an alarm and MPs to be dispatched.
- e. It is prohibited to paint any IDS component, except conduit.

3-8. Electrical power failures

All IDS are designed to remain operational for a minimum of four hours during power failures.

3-9. IDS authentication code sheet

- a. Commanders are responsible for the handling, storage, and security of IDS authentication code sheets.
- b. Code sheets are For Official Use Only.
- c. Units may not reproduce code sheets.
- d. Secure IDS alarm response code sheets in a locked container such as the unit safe or key depository, when not in use to preclude unauthorized access.
- e. Report loss or accidental destruction of the IDS alarm response code sheet immediately to the AMS, listed in Table C-1
- f. Appropriate administrative action will be taken per AR 25-55, (The Department of the Army Freedom of Information Act Program) for unauthorized disclosure of IDS alarm response code sheets.

CHAPTER 4**Minimum Physical Security Standards by Category of Property****Section I****General Physical Security Standards****4-1. Overview**

- a. This chapter prescribes the minimum criteria and standards required for the protection of common types of government property. Items are grouped in categories based on functional relationships and vulnerability to

pilferage, size, and function. For each category, information is provided outlining necessary measures to provide adequate physical security. Each category of property is followed in parenthesis by the Army regulation that prescribes DA physical security requirements.

b. Personnel responsible for closing an activity will ensure a thorough physical security check is conducted each duty day and recorded on SF 701 (Activity Security Checklist) (tenant activities may use an alternate form as prescribed in their applicable regulations). This form is posted adjacent to the primary exit used to depart the facility at closing. Activities having personnel present 24 hours a day are exempt. Forms are kept a minimum of 30 days after the last entry.

c. Activities will implement entry and access controls at motor pools, supply rooms, warehouses, maintenance activities, petroleum, oils, and lubricants (POL) points and yards, offices, open storage areas, etc., to preclude entry or access by unauthorized personnel and vehicles. Duty personnel may be used in conjunction with locked doors, day gates, posted signs, guards, and other approved methods.

d. Government-owned weapons will not be transported in a privately owned vehicle (POV). The following individuals are exempt from this requirement when transporting weapons in the performance of their official duties:

- (1) United States Army Criminal Investigation Command agents.
- (2) Military Intelligence Agents.
- (3) Members of U.S. Army marksmanship units.

e. Government-owned property (except classified military information transported with a valid DD Form 2501 (Courier Authorization Card)) will not be transported in a POV without a valid Optional Form 7 (Property Pass). This form will be signed and issued by the responsible commander or activity director to each individual who transports government property in POVs.

f. POV parking is prohibited within 40 feet/12.20 meters of loading or unloading docks.

4-2. Requirements

Each section or subsection heading is followed in parenthesis by the Army regulation, which governs that subject matter. The information, which follows, is the Fort Hood additional requirement.

Section II

AA&E (AR 190-11 and AR 710-2)

4-3. General

a. Supervisors brief their personnel and ensure accountability when their personnel are in possession of AA&E. Blank ammunition will be treated as AA&E.

b. All losses of AA&E, actual or suspected, will be immediately reported to the MP Desk Sergeant as listed in Table C-1.

c. When two or more units are using the same weapons storage facility, a consolidated arms room agreement signed by the commander of each unit is required (AR 190-11 and DA Pam 710-2-1 (Using Unit Supply System)).

d. Equipment storage structures to include rooms, buildings, container express (CONEX), military owned dismountable container (MILVAN), vehicles, and aircraft with equipment on board, containers, racks, and cabinets are secured with an approved locking device when unattended AR 190-51 (Security of Unclassified Army Property (Sensitive and Nonsensitive)). This provision also applies to all items designed or modified to accept a locking device.

e. Structures designed as or modified to be an arms room or arms storage facility that have IDS installed will not be modified for any other purpose without authorization from DPW. Written notification will be made and submitted through command channels to: Commander, III Corps and Fort Hood, PMO, FPSD, Fort Hood, Texas 76544-5021 if the arms storage facility is to be used for purposes other than the storage of AA&E.

4-4. Administrative measures

a. Local files checks will be conducted per AR 190-11, paragraph 2-12, and recorded on DA Form 7281-R (Command Oriented Arms, Ammunition, and Explosive (AA&E) Security Screening and Evaluation Record). Request for local files checks are submitted to the appropriate activity by the commander, security manager, or physical security officer. Information on the individual is furnished by the activity or facility responsible for storage of the records that will stamp and sign their respective areas of the form. The commander or supervisor completes the form. The form is maintained on file in the arms room.

b. DA Form 5692-R (Ammunition Consumption Certificate).

(1) Certain items used for training purposes require tight control to ensure they do not leave military custody, or are not being used for anything other than their designated military purpose. A DA Form 5692-R is required for this purpose.

(2) The unit range officer-in-charge (Staff Sergeant or above) will sign the DA Form 5515 (Training Ammunition Control Document) and control all items.

(3) The unit range safety officer (Staff Sergeant or above) will certify quantity drawn, quantity to be returned, and quantity consumed in training.

(4) A Warrant Officer 1, or above, will perform unit safety officer duties at any training event requiring expenditure of explosives at other than ranges on Army installations, or when Category I items are used in live fire exercises.

(5) The unit range safety officer will verify placement of charges, actual detonation, and certify the quantity of munitions expended. The unit range safety officer must sign the DA Form 5692-R.

4-5. Inventories

a. Visual and physical count inventories.

(1) The armorer, immediately upon opening the arms rooms, will conduct a visual count of AA&E and sensitive items (SI) to include items stored in separate locked containers. This inventory will be annotated on DA Form 2062 (Hand Receipt/Annex Number).

(2) When a consolidated arms room is accessed by only one armorer, the armorer will conduct a physical count of their unit's AA&E and SI, plus a count of the sharing units AA&E and SI that the armorer can physically see. When the arms room is accessed by both armorers each armorer will conduct a physical count of their own units AA&E and SI. This inventory will be annotated on DA Form 2062, marked "FOR OPENING INVENTORY PURPOSES ONLY".

(3) A physical count, inventory of AA&E and SI will be conducted by a responsible individual appointed by the commander (other than arms room personnel) at the close of business each day the facility is accessed. This inventory will be recorded on a separate DA Form 2062, marked "FOR CLOSING INVENTORY PURPOSES ONLY."

b. Serial number inventories.

(1) A monthly serial number inventory will be conducted by a responsible Staff Sergeant or above of, AA&E, NVDs, and SI stored in the arms storage facility, documenting it on FH 190-X47 (Property Inventory by Serial Number). All items without a serial number will be accounted for using a by count numeric value. A monthly serial number inventory cannot be used in lieu of the closing inventory.

(2) Serial number inventories of AA&E and SI stored in the arms storage facility will not be conducted by arms room personnel, and the same person will not conduct consecutive inventories per AR 710-2, paragraph 2-12 and DA Pam 710-2-1, paragraph 9-10.

(3) Serial number inventories will be recorded on FH 190-X47. An informal memorandum is used as a cover sheet to show by whom and when the inventory was conducted.

(a) Bayonets when containerized, are the *only* items units are authorized to physically band or seal for the purpose of storage in the arms room.

(b) Ammunition received from the Ammunition Supply Point (ASP), comes in sealed containers. Seals *will not* be broken to conduct inventories of ammunition. Once the seals have been broken any rounds not expended will be counted and annotated on the appropriate forms and inventories.

(c) Frequency and persons authorized to conduct serial number inventories are outlined in AR 710-2 and DA Pam 710-2-1.

(d) Commanders may store items other than AA&E or NVDs in the arms room. If commanders decide to store those items then they are now "sensitive" by definition and must be accounted for and inventoried in the same manner as AA&E/NVDs.

c. Annual Inventory. Items stored inside banded or sealed containers are inventoried annually during the last quarter of the calendar year.

(1) The bands or seals are removed to complete the inventory. Upon completion, re-band or reseal the items.

(2) The seals or bands are examined daily for signs of tampering. Although the items secured in the containers are exempt from physical inventory, they must still be identified on inventory records with seal number listed (Example: 1 container containing 96 bayonets protected by seal #12345).

(3) Should there be evidence of tampering, open the containers and inventory the contents.

(4) Apply seals in a manner that will prevent items from being removed from the container.

(5) Record seal numbers and the content of the container(s) on an informal memorandum signed and dated by the individual placing the seal or bands on the container.

(6) Post the informal memorandum on the exterior of the container and update it each time the bands or seals are removed. A commissioned, warrant, or noncommissioned officer signs the informal memorandum after witnessing the inventory and sealing of the container. The informal memorandum will include serial numbers, item descriptions, quantities, and the date resealed.

d. Inventory forms. Inventory forms, records, and memorandums used for AA&E are maintained in the AA&E storage facility.

(1) The monthly serial number inventory will be conducted within the last seven calendar days of the month.

(2) Retain DA Form 2062 used for daily count until the next serial number inventory is conducted.

(3) FH 190-X47 are maintained for 2 years if no discrepancies are noted and 4 years if a discrepancy is found.

e. Computer generated inventory list may be used to conduct serial number inventories provided the following information is included:

(1) Location of the item if it is not physically present.

(2) Supporting documentation for items that have been issued or are in maintenance.

(3) The computer printout is signed and dated by the individual who conducted the inventory.

(4) Computer generated "check marks" are not authorized.

f. Inventory discrepancies. Report inventory discrepancies per AR 190-11, AR 710-2, and other applicable regulations and directives.

g. Maintenance and tracking. Arms signed out of the arms storage facility for maintenance on DA Form 2407 or DA Form 5504 (Maintenance Request) will be physically viewed within 72 hours after the weapon has been turned in at the maintenance or repair facility. This check will be done by a responsible Staff Sergeant or above and recorded on a memorandum signed and dated by that individual and filed in the unit arms room.

4-6. Keys, locks, chains, and key control procedures

a. Organization

(1) Establish the key control program at the unit activity, directorate, or division level per AR 190-51, appendix D, and this regulation.

(2) Two separate duty positions are necessary for efficient key control programs. Alternates for each position are required.

(a) Physical security and key control officer.

(b) Key custodian.

(3) These areas have been identified for appointment of key custodians (all areas having key depositories require a key custodian).

(a) Motor pools.

(b) Tool rooms.

(c) Supply rooms.

(d) Nuclear, biological, and chemical rooms.

(e) AA&E storage facilities.

(f) Offices.

- (g) Dining facilities.
- (h) Maintenance shops and activities.
- (i) Warehouses.
- (j) Clinics.
- (k) Individual recreation services activities.
- (l) Chapels.
- (m) Bachelor officers' quarters, bachelor enlisted quarters, transit quarters, guest cottages, and separate activities.
- (n) Detachments.
- (o) Sections.
- (p) Branches.
- (q) Automatic data processing facilities.
- (r) Other facilities as determined by unit commander/activity supervisor.

b. Issuance of keys.

(1) Keys and locks are issued to the key custodian by serial number on DA Form 2062 or an automated facsimile. If a facsimile is used, it must be an accurate, electronic reproduction of DA Form 2062. Hand receipt procedures will comply with DA Pam 710-2-1, chapter 5, paragraph 5-3.

(2) The key custodian will issue keys or locks, for periods of 30 days or less on DA Form 5513-R.

(3) The key custodian issues keys or locks for more than 30 days on DA Form 2062.

(4) Keys to locks used to secure AA&E are issued only to individuals listed on the activity's unaccompanied access roster or unit officers as designated by the unit commander in writing.

(5) The decision to issue keys for personal retention rests with the responsible commander or supervisor and may be delegated to the activity's key control officer. The decision to issue keys for personal retention is based on whether or not daily turn-in clearly jeopardizes mission readiness or seriously impedes operational efficiency.

c. Access rosters.

(1) Each access roster contains the full name and rank or grade of individuals allowed key access and specifies the area the individuals have access to.

(2) In some instances, activities may require large numbers of personnel to have access to keys. In these instances, it is permissible to use the activity's personnel roster as a key access roster. To identify personnel authorized access, place an asterisk (*) next to the individual's name on the roster with a footnote explaining that the asterisk indicates the individual is authorized access to the keys for a particular area. A number may be used with the asterisk to identify particular custodial areas to which the individual is granted access to keys.

(3) Units or activities shall keep key access rosters current.

d. Key and padlock storage.

(1) Key depositories equipped with a manufacturer-installed tumbler-locking device may be used with no modification provided the locking mechanism is operable and keys to the lock are accounted for and controlled. Key depositories having changeable combination locking devices may be used. The key/combination is placed in a sealed envelope, initialed, and dated across the sealed flap by the key custodian, and transferred to the physical security and key control officer or the commander on DA Form 2062, who will maintain it in a secure location.

(2) Key depositories without a manufacturer installed locking device or having an inoperable or compromised locking device are modified by welding an approved lock hasp onto the container and affixing an approved key operated pin tumbler padlock.

(3) The individual to whom the keys are issued personally maintains the keys when they are not secured inside an authorized key depository.

(4) Key depositories weighing less than 500 pounds/227 kilograms are firmly secured to the structure of the facility in which they are located. This is done by affixing depositories to walls or other permanent structures or fixtures in the facility. Lag bolts, carriage bolts, or screws are used for this purpose. Nails are not used. Screws, if used, are a minimum of 1-¼ inches/31-¾ millimeters long, number 12, wood or sheet metal type. Screw anchors are used when affixing depositories to masonry surfaces.

(5) The armorer will maintain one key to the operational and alternate key boxes for personal retention. The alternate key to the lock on the metal container (ammo can) containing the AA&E operational keys and the alternate key to the metal container securing alternate AA&E keys (stored at the next higher headquarters) will be placed in separate sealed envelopes with the armorer's initials and dated across the sealed flap and signed for on DA Form 2062 by physical security officer or commander and secured or stored in the unit's safe by the physical security and key control officer or commander. Two persons approved by the commander will conduct a serial number inventory of arms in the arms room if the seal is broken.

e. Inventories.

(1) Key and lock inventories are conducted using a DA Form 5513-R.

(2) Key and lock inventories are conducted semiannually.

(3) DA Form 5513-R is retained on file for one year and then disposed of per AR 25-400-2.

(4) Personal retention and real property keys will be inventoried on a "show basis" by serial number and annotated on a DA Form 5513-R, at which time DA Form 2062 will be updated.

f. Missing or damaged keys and padlocks.

(1) In the event, a key to a padlock is missing or damaged, the padlock is turned in to the issuing facility and a reserve replacement lock is obtained. The physical security officer takes appropriate steps to determine responsibility when notified of lost/compromised keys or locks.

(2) The PMO PSB, building 23020, will recore high security Sergeant & Greenleaf 833 series padlocks and issue new keys to replace damaged or broken keys if the locks can be opened and disassembled. Original operational and maintenance keys, including broken ones, must accompany the lock. If a key is lost the key control officer will furnish the PMO PSB a completed statement of charges or cash collection voucher at the time the lock is repaired so that the responsible individual will pay for the new core and keys (recoring of Sergeant & Greenleaf 833, only).

(3) If a mode switch key to an IDS becomes missing or damaged, the physical security officer submits DA Form 4283 to the PMO PSB requesting the lock be replaced. A copy of the statement of charges will be attached to the work order request.

g. Key sets or rings.

(1) Place operational keys on metal rings constructed so keys cannot easily be removed. Spot-weld key rings.

(2) Keys to areas other than AA&E storage facilities may be separated into individual sets as necessary.

(3) Single keys, required to be separate from other keys, are attached to a durable tag large enough to prevent displacing the key.

h. Transfer of real property. Whenever an activity vacates a building or other facility, keys to the property are returned to the DPW Real Property Branch. The DA Form 4604-R (Security Construction Statement) remains in the arms rooms. The IDS will be placed in access mode and the key left in the control box. The AMS will be notified, by memorandum signed by the unit commander, of vacancy by the unit.

i. Control measures.

(1) Keys not issued for personal retention are not removed from the installation unless required for normal operation of the activity.

(2) Key depositories and containers are kept locked when not issuing or receiving keys.

(3) Lock padlocks to the hasp or staple when the protected area or container is open.

(4) Never leave keys and padlocks unattended and unsecured.

(5) Although padlocks and/or keys are given a serial number, they are not labeled with additional tags or numbers that assist an individual in matching a key with the lock/padlock, except real property keys. Factory stamped serial numbers will be removed from all padlocks prior to use.

(6) Key rings may be marked with a locally fabricated identification number provided there is no identifying number to match keys on key rings to locks.

(7) Low security padlocks:

(a) With at least a ¼ inch/6.35 millimeters diameter hardened steel shackle with a solid or laminated case made of steel, brass, or aluminum will be used to secure government-owned equipment (vehicles, operational vehicle maintenance boxes, spare tires).

(b) With a hardened steel shackle and a diameter greater than ¼ inch/6.35 millimeters will be used to secure high dollar items and AA&E inside the arms room.

(8) Do not use brass padlocks (brass body and shackle) to secure high dollar, highly pilferable government property or material. Brass padlocks may be used to secure items in POL storage areas, for aircraft modification locking device, bulk POL carriers, and other applications that require the use of nonspark producing locking devices. They may also be used at the commander's discretion to secure nonsensitive, low dollar items such as:

- (a) Spare tires on vehicles.
- (b) POL cans on vehicles or in miscellaneous storage areas.
- (c) Tool boxes.
- (d) Supply cabinets containing low value items only.
- (e) Operational vehicle maintenance boxes.

(9) Containers and cabinets including weapons racks, storage bins, etc. must be locked in such a manner that the contents cannot be removed when the padlocks or other locking devices are applied. Hasps will be affixed to wall lockers 18 inches/459 millimeters from the top and bottom.

(a) Exterior doors, windows, and other openings in a building or structure are equipped with locking devices. Modify exterior doors without manufacturer installed locking devices to accept a secondary padlock and hasp.

(b) At least one of the double doors of the entrance and one of the issue windows in AA&E storage facilities are equipped with a sliding bolt or similar locking device which can only be activated from inside the facility. Whenever personnel are inside, this mechanism is engaged unless actually issuing or receiving items or allowing authorized personnel access.

(10) SF 700 (Security Container Information), is completed and current on every safe and container with combination locking devices, regardless of the classification of the contents.

4-7. Individual weapons issue procedures (DA Pam 710-2-1)

The FH Form 550 (Property Issue and Turn-In Log/Register) is used as a register per DA Pam 710-2-1 to keep a log of weapons issued for more than 24 hours. Additionally, the FH Form 550 is required when a weapon is issued with DA Form 2062. These forms should be maintained in the AA&E storage facility and should be destroyed after the next serial number inventory. DA Form 3749 (Equipment Receipt) will be used to assign responsibility for property that is issued to the same person for brief recurring periods.

4-8. Privately owned arms and ammunition

a. Privately owned firearms stored on Fort Hood are registered with the PMO, building 23020, per Fort Hood Regulation 190-11.

b. Issue procedures for privately owned arms and ammunition are the same as government AA&E, with the following additional requirements.

(1) Personnel desiring to withdraw privately owned weapons need a letter of permission signed by their commander. One copy of the letter is retained in the AA&E storage facility with the DA Form 3749 (Equipment Receipt). The original is retained by the individual and surrendered to the armorer when the weapon is returned to the arms room. These letters are attached to the daily inventory and destroyed after the next serial number inventory.

(2) Privately owned weapons, other than firearms, are authorized to be stored inside AA&E storage facilities. The control and inventory procedures for weapons other than firearms are the same as firearms except a DA Form 3749 is not required.

4-9. Cleaning details

It is permissible to sign out weapons to cleaning details without the exchange of DA Form 3749. Sign all weapons out on the FH Form 550. Individuals may not sign out more than one weapon at a time.

4-10. Ammunition storage and issue (AR 190-11)

- a. Ammunition will be signed out on FH Form 550.
- b. Quantities of ammunition to be stored are per Fort Hood Regulation 700-15 (Fort Hood Ammunition Handbook).
- c. Operational loads.

(1) Units are authorized an operational load of Class V supplies. In the ARNG, the state AG designates units authorized to maintain operational loads of Class V supplies. As outlined in DA Pamphlet 710-2-1, stockage of Class V supplies is authorized for:

(a) ARNG training, demolition materials (as authorized by CTA 50-909) (Field and Garrison Furnishings and Equipment), ceremonial, or state security ammunition used on a recurring basis.

(b) Ammunition required by police investigative agents to perform their duties.

(c) EOD.

(2) Commanders needing to maintain an operational load for law enforcement/investigative or guard personnel, or those purposes authorized by CTA 50-909, table 62, must submit a proposed stockage list through command channels to III Corps G-4, for approval. III Corps G-4 will coordinate request with III Corps Safety and DPW Fire Department prior to approval. Quantities above those indicated in CTA 50- 909 must be approved through the III Corps G-4 to FORSCOM. Request must include the following information:

(a) Unit designation of who will be managing the load.

(b) Type and quantity of materials to be stored.

(c) Duration of storage.

(d) Purpose of items to be stored.

(e) Locations of storage site, to include security requirements to properly safeguard the load.

(f) The first lieutenant colonel in the chain of command will sign this memorandum.

(g) The unit must provide the name of the property book officer who will ensure the items are placed on the unit property book.

(3) Operational loads will be accounted for as follows: Ammunition authorized by CTA 50-909 and not expected to be expended (for example, civilian disturbances, security guards, emergency signals, and site security) will be accounted for on the property book by Department of Defense Identification Code (DODIC), quantity, lot number, and serial number. Ammunition authorized by CTA 50-909 and expected to be expended "within 5 days" (for example, qualification of civilian guards, Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD), blank ammunition for ceremonies, and disposal of duds) will be accounted for by DODIC, quantity, lot number, and serial number through the use of a DA Form 5515 (Training Ammunition Control Document).

(4) Unit stockage will not exceed a 30-day supply.

(5) Operational load ammunition will be continuously accounted for through the use of property book procedures and hand receipt control.

(6) When ammunition is expended, the unit will turn-in residue and live ammunition to reconcile the original DA Form 581 (Request or Issue and Turn-In Log/Register) issue document.

(7) Ammunition containers will be clearly marked to reflect identification data (lot number, nomenclature, quantity, DODIC, and serial number) of contents. If lot number or nomenclature becomes unidentifiable, ammunition will still be processed for turn-in against the original issue document.

(8) Operational loads and unit arms room and/or Class V storage areas will have an annual surveillance inspection or technical support visit according to FORSCOM Regulation 700-4 (Ammunition) and SB 742-1.

(9) Types of operational loads.

(a) Ammunition authorized by CTA 50-909 or the MACOM and not expected to be expended (for example, security guards, emergency signals, CADS/PADS items and site security) will be accounted for on the property book by DODIC, quantity, lot number, and serial number, and will be controlled through hand receipt procedures.

(b) Ammunition authorized by CTA 50-909 or the MACOM and expected to be expended within 5 days (for example, qualification of guards, blank ammunition for ceremonies, and disposal of duds) will not be placed on the property book and will be accounted for by the DODIC, quantity lot number, and serial number, through the use of DA Form 5515.

(c) Operational load ammunition will be continuously accounted for through the use of hand receipts.

(d) Unit stockage will not exceed a 30-day supply, unless III Corps approves an exception.

(e) When expended, the unit will turn-in all residue and ammunition to reconcile the expended quantities with issued quantities on the original DA Form 581 at the Ammunition Supply Point.

d. Open boxes of ammunition only as needed. Returning live ammunition is easier when only the number of boxes required to conduct training are opened. Problems occur when more ammunition than needed is opened and lot number integrity is lost.

e. Training ammunition will be accounted for at each level of distribution down to the first-line supervisor. Use DA Form 5515 as a hand receipt for issuing ammunition in various quantities from parent unit to subordinate unit, from one supervisory level to another, or from one person to several recipients.

f. Units will not maintain more ammunition in the field than is expected to be used within a 48-hour period. The only exception to this is a gunnery or field training exercise.

g. Magazine data cards (MDC).

(1) DA Form 3020-R (Magazine Data Card) is a working document that helps control the receipt, storage, issue, and inventory of munitions within a storage location. Magazine data cards (MDCs) are not formal accountable documents. DA Form 3020-R is available in DA Pam 710-2-1.

(2) The MDCs will be used in all storage locations, including depots, holding areas, and field storage, for munitions remaining in a storage location more than 24 hours.

h. Unit commanders will establish procedures that ensure maximum recovery of live ammunition and residue prior to departing the field site.

i. After all personnel have turned-in ammunition and residue. Conduct a safety inspection to ensure no one has live ammunition or residue in their possession, equipment, or vehicles.

j. Inventory the remaining ammunition and residue. Repack the live ammunition as close as possible to its original configuration. Maintain lot number integrity. Complete the original DA Form 5515 to issue the AA&E to the activity that originally drew the ammunition.

k. The activity that originally drew the ammunition on DA Form 581:

(1) Reconcile the quantities of ammunition and residue returned against the residue quantity required.

(2) Note all shortages.

(3) Verify that statements explaining the circumstances causing the shortages are obtained.

(4) Signs the DA Form 5515 in blocks 17 and 18, confirming receipt of the ammunition and residue turned-in, and that the residue does not contain live rounds, primers, explosives, or other extraneous material. Use a DA Form 5515 to sub-issue ammunition/explosives to reconcile the quantities for turn-in. The use of the DA Form 5515 does not relieve the activity that originally drew the ammunition from the responsibility of clearing the DA Form 581 with ASP.

l. Units firing missiles will complete a Missile Firing Data Report (DA Form 3120-R (Missile Firing Data Report (Hawk, Nike, and Patriot), DA Form 3474-R (Missile Firing Data Report (Shillelagh), DA Form 4579-R (Missile Firing Data Report (Lance), DA Form 5582-R (ATACMS Missile/MLRS Practice Rocket Firing Data Report), DA Form 5583-R (Missile Firing Data Report (Hellfire), DA Form 7212-R (Missile Firing Data Report (Redeye/Stinger), and DA Form 7213-R (Missile Firing Data Report Dragon & Tow) as outlined in DA Pamphlet 700-19. The report must be turned in to the installation ASP, unit's division/ battalion ammunition officer or equivalent, and the Aviation Missile Command according to the above regulation.

4-11. Prohibitions for AA&E.

a. It is prohibited to leave an AA&E facility unattended without locking doors, issue windows, arms racks, storage containers, and placing the IDS alarm system in the secure mode.

b. Units are prohibited from transferring ammunition between different battalions, brigades, or divisions.

c. Unauthorized removal of the following items is prohibited on all ranges.

(1) Brass.

(2) Scrap metal or munitions containers (boxes, cans, etc.)

(3) Live ammunition.

(4) Any type of residue.

(5) Any item from ranges or impact area.

4-12. Movement of AA&E (AR 190-11).

a. Category I & II AA&E will be transported per AR 190-11, paragraph 7-15.

- b. Category III and IV AA&E transported by motor vehicle will be transported as follows:
- (1) Weapons, not assigned to an individual, being transported off Fort Hood to the National Training Center or similar training areas are secured as follows:
 - (a) In a locked, banded, and sealed CONEX or equivalent container, which is secured with a government, approved padlock (series 200 or equivalent).
 - (b) The vehicles used to transport the AA&E will be exclusive use vehicles.
 - (c) Under continuous surveillance.
 - (d) A copy of the serial numbered inventory is placed inside the container and a copy filed with the responsible individual.
 - (e) The container is placed in a vehicle so that the doors cannot be opened without moving the container.
 - (2) Weapons, not signed for by an individual, which are being transported to field training sites or ranges on or near the installation are secured as follows:
 - (a) Locked in an arms rack or container secured to a covered vehicle.
 - (b) In an exclusive use vehicle.
 - (c) Under continuous surveillance.
 - (d) A list of weapons by serial number is maintained by an individual designated by the commander.
 - (3) Small amounts of arms being transported across Fort Hood (to maintenance) will be done per AR 190-11, paragraph 7-15.
- c. Category II, III, and IV AA&E transported by rail will be transported as follows:
- (1) Placed in a CONEX or dromedary type container, which is banded, sealed, and locked with a government approved padlock (series 200 or equivalent).
 - (2) Containers are transported in enclosed boxcars or gondolas. Padlocks and seals are placed on doors, hatches, and other openings into the car.
 - (3) A copy of the serial number inventory is placed in the container and a copy remains with the responsible individual. A copy will be forwarded to recipient of the shipment if the responsible individual will not be at destination.
 - (4) Containers are loaded in such a way that doors cannot be opened without moving the container.
 - (5) If continuous surveillance cannot be maintained, the rail car is inspected a minimum of once each hour as long as the train remains at a halt.
 - (6) No weapons are mounted or stowed inside vehicles during shipment.
- d. Category II, III, and IV AA&E transported by air will be transported as follows:
- (1) Shipped by airfreight, air taxi, long-term aircraft airlift service (Army, Air Force, Navy, and Marines), or Military Airlift Command.
 - (2) Armed guard surveillance of aircraft on the ground and to and from aircraft.
 - (3) Signature and inventory records are required.
 - (4) Banded, sealed, and locked CONEXs or dromedary container.
 - (5) Shipper will escort AA&E to the carrier and have immediate pick up at destination.
 - (6) During loading, transshipment materials will be in a secure container or provided with continuous surveillance.
- e. Category II, III, and IV AA&E transported by water are transported as follows:
- (1) Weapons are placed in CONEXs or dromedary containers and are locked, banded, and sealed. Use a government approved padlock (series 200 or equivalent).
 - (2) Copy of the serial number inventory is placed in the container and a copy retained by the shipper. A copy is forwarded to recipient of the shipment if the shipper will not be at destination.
 - (3) A written receipt from shipper at port of embarkation will be executed and written release to carrier at port of debarkation.

4-13. Security of AA&E during training and in field environment (AR 190-11 and DA Pam 710-2-1, paragraph 11-18).

Commander will take these steps to secure AA&E when deployed in the field:

- a. Security of AA&E in the field.

(1) During field training, unit should have approved arms racks or containers available to secure weapons that may be turned-in for any reason.

(2) Weapons and sensitive items must be accounted for daily.

(3) Before leaving the field environment, each unit conducts a 100 percent physical count of AA&E and sensitive items. Commanders must be sure that first and second-line leaders are aware of this responsibility.

(4) Upon returning to Garrison, a 100 percent serial number inventory of weapons and sensitive items is conducted and recorded before releasing personnel.

(5) AA&E are always under continuous positive control by assigned guard or guards. This will include all training ammunition (i.e. blanks, simulators, and pyrotechnics).

(6) Commanders will appoint a responsible person charged with custody of AA&E who has the capability to sound an alarm if a theft is attempted.

(7) Commanders appoint a response force available to respond to an alarm.

(8) A system of supervisory checks is established by the commander to make sure personnel comply with security procedures. The commander or his designated representative performs supervisory checks of the AA&E holding area to be sure the AA&E being guarded has not been tampered with.

(9) Control of ammunition and explosives during field training or range firing is monitored closely. Upon completion of training, the area(s) is policed and unused ammunition and explosives collected for turn-in. Personnel should be closely checked to be sure unused ammunition and explosives are not retained. Close supervision by officers and noncommissioned officers can eliminate most security/accountability problems in the training area.

(10) Selection of personnel to perform guard duties at AA&E holding areas is closely monitored by commanders to make sure only responsible individuals are assigned that duty.

(11) Weapons losses are immediately reported to the MPs and local authorities having jurisdiction if off the military installation.

b. Weapons security.

(1) Weapons will remain in the possession of the individual to whom they are issued unless placed in an authorized storage area. Wheel vehicles are not considered authorized storage areas.

(2) Issued weapons are not relinquished to another person except under emergency conditions.

(3) Pistols and revolvers are secured to the person by either a locally made or military issued field lanyard. Pistols and revolvers that lack a device to affix the lanyard are secured by running the lanyard through the trigger guard with care taken not to interfere with the functioning of the weapon.

(4) During the night, unloaded weapons are placed inside the sleeping bag with the person to whom assigned.

NOTE: Under no circumstances is a weapon left unattended during the hours of darkness.

(5) When using a "porta pottie" weapons are unloaded and taken inside.

(6) When riding in a vehicle, individual weapons should be in racks, holster, or immediate possession of the individual.

(7) When assigned a work detail, have supervisor or responsible person (designated by the commander) watches the stacked individually assigned weapons.

(8) If weapons are stored in approved arms racks, racks are chained together in pairs or more using an approved padlock and chains. Locking bars on the racks are secured with an approved padlock to prevent unauthorized access. Weapons in racks are to be kept under constant surveillance.

(9) Turn-in unattended weapons to the unit noncommissioned officer or officer.

(10) For weapons onboard tanks, aircraft, or other vehicles, post a guard.

c. Ammunition and explosives security.

(1) Ammunition and explosives may be stored in a range control building or vehicle under constant surveillance.

(2) Temporary open storage.

(a) Consolidate ammunition and explosives in one location.

(b) Erect a perimeter barrier with three strands of concertina wire stacked in a pyramid shape. The fence should have only one entry and exit point. Single strands of concertina may be used if the exercise is a mobile situation (being in one location less than 24 hours).

- (c) Entry and exit procedures will include spot checks of personnel and vehicles for unauthorized material.
- (d) Use security identification cards, badges, or sign-in and out system for admission to ammunition storage areas.
- (e) Only government vehicles are allowed entry to the storage area to load and unload AA&E.
- (f) Inventory accountability and control of ammunition temporarily stored in a holding area will meet the following accountability and control requirements:
 - (1) Inventories conducted at time of storage and every 24 hours thereafter.
 - (2) Report inventory shortages to the commander for serious incidence reporting.
 - (3) When more than one unit is using the same storage area, separate and identify training ammunition stocks by unit.
- (g) Post guards. Guards provide constant surveillance of ammunition temporarily stored in the holding area as follows:
 - (1) Arming of guards protecting ammunition will be at the discretion of the commander concerned. In determining the need to arm guards, consideration must be given to the safety, the category of ammunition stored, and to the threat of possible unauthorized intrusion. Commanders are directed to review AR 190-14 (Carrying of Firearms and Use of Force for Law Enforcement and Security Duties) and chapter 5, section II & III of FH REG 190-3 before arming guards. If guards are armed, be sure that they are briefed on AR 190-14 and are qualified with their assigned weapons. (CAT I, i.e., LAWS, Stingers, and others in ready to fire configuration require armed guards during temporary storage.)
 - (2) If armed guards are used, they will be outside of the site perimeter.
 - (3) The use of armed guards for security of ammunition issued to crews of tanks, self-propelled artillery, or crew served weapons and stored within their vehicles, is at the discretion of the unit commander.
 - (4) Personnel performing guard duties are provided a communication system other than voice (radio, whistles, horns) as a means of reporting intrusion or requesting assistance from the sergeant-or-the-guard or other appropriate response force.
- (h) Provide security lighting at the storage site if available and tactical environment permits (generator and light set).
- (i) Post the area with restricted area signs. Signs should be acquired by work order request to DPW at least 120 days prior to field exercises.
- (j) Supervisory personnel conduct periodic checks to ensure guards are on duty and to deter the presence of unauthorized personnel. Roving patrols may be used to meet this requirement.
- (k) Be sure ammunition residue is turned in. Mark those items that can be reissued for training (LAW launcher) to prevent them from being turned in as accountable residue or restoration to their original configuration.

4-14. Ammunition Found on Post and Amnesty Program

- a. Ammunition Found On Post (AFOP).
 - (1) Individuals finding ammunition should not handle or disturb the munitions. AFOP will be reported immediately by telephone to the Fort Hood Military Police, Range Control or EOD. The report should include:
 - (a) Type of ammunition found (if known).
 - (b) Exact location of AFOP.
 - (c) Any other pertinent information known or requested.
 - (2) Individuals reporting AFOP will not be subject to adverse action or investigation and are encouraged to assist Military Police in their investigation.
 - (3) The AFOP program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition after reconciling their account are authorized to make an amended turn-in.
 - (4) III Corps and Fort Hood commanders and soldiers must be aware of AFOP procedures.
 - (5) Any AFOP of unknown origin (excluding small arms ammunition cartridges .50 caliber and below) is considered hazardous and will not be moved by untrained personnel. Supporting Explosive Ordnance Disposal/Quality Assurance Specialist, Ammunition Surveillance (EOD/QASAS) personnel will respond to recover AFOP upon notification. EOD/QASAS will determine when recovered AFOP is unsafe for storage or handling and must be destroyed. Other items will be returned to the ASP for disposition.

(6) EOD personnel will document receipt of AFOP with a DA Form 3265-R (Explosive Ordnance Disposal Incident Report). EOD units preparing the DA Form 3265 will not record the names of individuals making a turn-in.

(7) EOD personnel may store AFOP in assigned explosive storage areas provided all explosive safety and security requirements are met and under the following guidelines:

(a) EOD is authorized to hold AFOP in assigned storage areas when the ASP is not open. AFOP stored by EOD will be turned-in as soon as the mission workload permits but not later than three workdays following the recovery. Should stored quantities reach the explosive safety limits of the storage facilities or compatibility becomes a problem, EOD will immediately coordinate a serviceable turn-in with the supporting ASP. The ASP will provide the EOD unit with procedures to be used for recalling ASP personnel to accept an AFOP turn-in. Should difficulties be encountered in contacting personnel according to the published procedures, EOD will notify the 553d Combat Support Battalion for assistance.

(b) A copy of the DA Form 3265-R will be completed on recovery and will remain with the AFOP when items are placed in storage. The original copy of the DA Form 3265-R will be kept in EOD unit files to account for the recovered ammunition. A copy of the DA Form 3265-R will be provided to the servicing ASP to use as supporting documentation for the gain posted to the accountable records.

(8) During normal ASP operating hours, ASP personnel will respond in a timely manner to accept AFOP deliveries. ASP operators will give assistance to EOD personnel by providing or coordinating for transport and handling beyond the capability of EOD to return AFOP to the ASP. Turn-in of AFOP by EOD units will receive priority. The ASP will immediately account for AFOP and EOD will be released of any further involvement.

(9) Small arms ammunition (.50 cal and below) that is found may be delivered directly to the ASP 24 hours a day. Call the 664th Ordnance Company Charge of Quarters for turn-in after normal duty hours.

(10) Ammunition residue found on post may be turned-in at the Ammunition Residue Yard during normal duty hours. After duty hours, ammunition residue found on post may be turned-in using AFOP procedures as outlined in paragraph 2-11a(9) above.

(11) The AFOP recovery program will be publicized in conjunction with the Ammunition Amnesty Program as discussed below.

(12) AFOP (ammunition, explosives, or residue) must be transported in a military vehicle. AFOP that is found on post will not be transported in the passenger compartment of any vehicle. Ammunition or explosives will not be transported in privately owned vehicle (POVs) except as outline in paragraph 6-3.

b. The ammunition amnesty program.

(1) The ammunition amnesty program is necessary to ensure maximum recovery of military ammunition, explosives and valuable ammunition residue items. The program is established to provide an opportunity for individuals to return ammunition that has been stolen, misplaced or erroneously left in the possession of an individual. These returns can be made without fear of prosecution. Therefore amnesty turn-ins will not be the basis for initiation of an investigation of individuals making the turn-in.

(2) The ammunition amnesty program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition after reconciling their account are authorized to make an amended turn-in.

(3) The Installation Commander will:

(a) Publicize the program in the media, through training programs, community operated facilities, and military organizations.

(b) Schedule semi-annual amnesty days for collection of abandoned or unauthorized AA&E.

(c) Establish an amnesty collection point according to the explosive safety standards of DA Pam 385-64 (Ammunition and Explosives Safety Standards) under the supervision of 64th CSG. Coordinate amnesty days with 64th CSG and EOD to assure that appropriate personnel will be available to receive and handle ammunition.

(d) To ensure proper control and safety, local ammunition amnesty boxes are not authorized. However, ASP personnel will accept delivery of ammunition under the amnesty program provisions during normal ASP operating hours at the Ammunition Surveillance Workshop (ASW) located in building 92060 located at West Fort Hood (see Table C-1). No paperwork is required and no questions will be asked of individuals making the turn-in.

(e) Unit commanders will brief their soldiers on Ammunition Amnesty Program procedures quarterly and prior to each exercise or training event that requires the use of ammunition. A reminder should be given during pre-firing briefings.

(f) Commanders will ensure the location and telephone number of the ASP and the ASW Amnesty Turn-In Point is posted throughout the unit area. Commanders will post directions in unit areas to provide this information.

Section III

Night Vision Devices (NVDs)

4-15 Storage.

a. NVDs (not including integral components of major weapons systems) are secured the same as weapons. All NVDs will be stored in arms rooms which:

- (1) Meet the structural standards of AR 190-11.
- (2) Have a high security lock and hasp on the entrance door.
- (3) Are under constant surveillance or have an operational IDS.

(4) NVDs requiring maintenance are stored in an arms room. If the maintenance facility does not have an arms room, the NVDs will be returned to the unit for storage if unable to be repaired the same day. NVDs in maintenance will be inventoried per paragraph 4-5b of this regulation.

4-16. Accountability measures/procedures.

Key control procedures and inventory procedures (both serial number and visual accounting) will be conducted per the same directed procedures for AA&E. NVDs will not be stored inside NVD cases (canvas or hard case). These procedures do not apply to NVDs, which are an integral part of major weapons systems. Accountability and issue procedures for NVDs will be the same as for weapons (see paragraph 4-7).

a. Request for waivers/exceptions should be submitted through command channels and include the following:

- (1) Reason for inability to comply with this policy.
- (2) Alternative procedures that will be affected to ensure security of NVDs.

b. Waivers will be granted for periods not to exceed 12 months, but may be renewed on an annual basis using the procedure outlined above.

Section IV

Vehicles (AR 190-51)

4-17. Access controls.

a. Guards or other duty personnel will conduct spot-checks of vehicles departing motor pools to ensure the vehicle and any government property in the vehicle are authorized to be removed from the area. Documents authorizing the removal of government property must accompany the shipment.

b. Authorized POVs will be escorted into motor pools and parks and are not allowed overnight storage or parking unless specifically authorized by the activity commander.

c. Army vehicles, to include POL tank trucks parked in noncombat areas will be secured with a locking mechanism. These vehicles will be locked as follows:

(1) Commercial design vehicles. Activate manufacturer installed door and ignition locking device(s).

(2) Tactical vehicles and M880 series vehicles. Immobilize steering wheel with a chain and a government approved padlock. Activate installed door and ignition locking devices. Hood, spare tires, and fuel tank should also be secured with approved locking devices.

(3) Other Army vehicles. M1008, 1009, and 1010 series vehicles and commercial utility and cargo vehicles will be secured by activating installed door and ignition locks and immobilizing the steering wheel with chain and government approved padlock. Alternatively, such vehicles may be stored in a secure structure.

(4) When immobilizing the steering wheel, the chain will be wrapped around the inner spoke of the steering wheel.

Section V

Other (AR 190-51)

4-18. Miscellaneous information. For more information on the areas listed below, refer to AR 190-51 (Risk Analysis for Army Property:

- a. Aircraft and components.
- b. Communications and electronic equipment.
- c. Organizational clothing and individual equipment.
- d. Subsistence items.
- e. Repair parts.
- f. POL.
- g. Facility engineering and supply and construction material storage.
- h. Audiovisual equipment, training devices.
- i. Aircraft and vehicles with classified on board equipment or components.
- j. Hand tools, tools sets, tool kits.
- k. Administrative and housekeeping supplies and equipment.
- l. Office machines.
- m. Expendable/consumable supplies.

Section VI

Global Position System (GPS)

4-19 GPS devices are sensitive items and should be protected as follows.

- a. GPS should be secured inside the AA&E storage area, if adequate storage space is available, as long as IDS sensors are not interfered with.
- b. GPS physical security protective measures.
 - (1) GPS will, at a minimum, be provided double barrier protection. Examples of double barrier protection are:
 - (a) In a locked or guarded separate building(s), enclosed van(s), trailer(s), or armored vehicle(s) protected by a perimeter fence.
 - (b) In a locked steel cage located in a secured (locked) structure.
 - (c) In a locked built-in container(s), bin(s), drawer(s), or a freestanding locked container in a secured (locked) storage structure.
 - (2) "Off limits to unauthorized personnel" signs will be posted at active entrances.
- c. GPS physical security procedures.
 - (1) GPS issued for training, operational, and other reasons will be carried on the person to whom issued.
 - (2) GPS must be accounted for daily, by a responsible person, during field training exercises. Upon return to Garrison a 100 percent serial number inventory must be conducted and recorded on a FH 190-X47 before personnel are released.
 - (3) Keys to GPS storage areas will be controlled IAW key control procedures outlined in this regulation.
 - (4) Access to GPS storage areas will be controlled and limited to authorized personnel.

Section VII

Inspections and Audits.

4-20. During Physical Security Inspections of AA&E storage sites the following definitions and ratings will apply.

- a. Major deficiencies.

- (1) Structural deficiencies not covered by a valid waiver or exception.
- (2) Loss of accountability of weapons.
- (3) Loss of accountability of arms room or IDS keys.
- (4) Storing ammunition in arms room without proper authorization.
- (5) Failure to meet the requirement for continuous surveillance of the arms room by guard, duty personnel, or protection by IDS.
- (6) A recurring deficiency when corrective action is within the means of the unit.
 - b. Minor deficiencies. Regulatory deficiencies noted in all other areas not covered in paragraph a. above.
 - c. Observation. A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the system.
 - d. Comment. Describes conditions/actions or commendable areas, which affect the overall security mission (description of waiver/exceptions and that compensatory measures were fully implemented by the unit).
 - e. Three arms room inspection ratings.
 - (1) Excellent. No deficiencies were noted during the inspection.
 - (2) Good (Adequate). The number of minor deficiencies noted and severity of each is such that the arms room is secure, accountability is maintained, and the unit actions are initiated or implemented during the inspection to correct the cited discrepancies.
 - (3) Poor (Not Adequate). One major deficiency is noted or five minor deficiencies are cited which require immediate command attention to initiate corrective action.

NOTE: If personnel are not available for an inspection, a "Not Adequate" rating will be given.

4-21. During Physical Security Inspections of Key Control Officer/Custodians the following definitions and ratings will apply.

- a. Major deficiencies.
 - (1) Combinations to locks on vault doors or Class V containers were not changed annually, upon change of custodian, or when compromised.
 - (2) Key Control Officer was not issuing all keys and locks to Key Custodians on DA Form 2062.
 - (3) The Key Custodian was not inventorying the keys.
 - (4) All keys were not issued by serial number on DA Form 2062.
 - (5) There is no key program in effect, audit trails, inventories, or other documentation.
 - (6) All keys were not being inventoried semiannually on DA Form 5513-R.
 - (7) The key to the depository was not controlled by the Key Control Officer/Custodian or alternate.
 - (8) Keys issued for less than 30 days were not issued on DA Form 5513-R.
- b. Minor deficiencies. Regulatory deficiencies noted in all other areas, not covered in paragraph a. above.
- c. Observation. A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the system.
- d. Comment. Describes conditions/actions or commendable areas, which affect the overall security mission (description of waivers/ exceptions and the fact that compensatory measures were fully implemented by the unit).
- e. Three Key Control Officer/Custodian inspection ratings.
 - (1) Excellent. No deficiencies were noted during the inspection.
 - (2) Good (Adequate). The number of minor deficiencies noted and severity of each is such that the keys are secure, accountability is maintained, and unit actions are initiated or implemented during the inspection to correct the cited discrepancies.
 - (3) Poor (Not Adequate). Two major deficiencies noted or seven minor deficiencies cited which require immediate command attention to initiate corrective action.

4-22. During Physical Security Inspections of vehicle line the following definitions and ratings will apply.

- a. Major deficiencies.
 - (1) One or more vehicles unsecured (no locking device).
 - (2) One or more vehicles secured with a brass lock.

b. Minor deficiencies.

(1) Regulatory deficiencies noted in all other areas, not covered in paragraph a. above.

(2) Padlock and keys in the vehicle while performing vehicle services (keys will remain in the possession of whoever signed them out.)

(3) One improperly secured vehicle, each vehicle is one deficiency.

(4) Communication equipment not secured with an approved lock.

(5) The chain used to secure the steering wheel is not welded to the vehicle frame, or the bolts used are not peened to prevent removal.

c. Observation. A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the system.

d. Comment. Describes conditions/actions or commendable areas, which affect the overall security mission (description of waivers/ exceptions and the fact that compensatory measures were fully implemented by the unit).

e. Three vehicle line inspection ratings.

(1) Excellent. No deficiencies were noted during the inspection.

(2) Good (Adequate). The number of minor deficiencies noted and severity of each is such that the vehicles are secure, accountability is maintained, and the unit actions are initiated or implemented during the inspection to correct the cited discrepancies.

(3) Poor (Not Adequate). Two major deficiencies noted or seven minor deficiencies cited which require immediate command attention to initiate corrective action.

4-23. During Physical Security Inspections of tool room/truck the following definitions and ratings will apply.

a. Major deficiencies.

(1) Tool room/truck left unsecured.

(2) The tool custodian is not signed for all tools.

(3) Tool room/truck does not meet structural requirements.

b. Minor deficiencies.

(1) Regulatory deficiencies noted in all other areas, not covered in paragraph a. above.

(2) Sign in/out log not completed when tools are issued/returned.

(3) No tool room/truck SOP.

(4) Tool custodian not appointed on orders.

(5) There is no access roster for the purpose of identifying who can sign out tools.

(6) Completed tool logs are not maintained until the next inventory.

(7) Tools are not being inventoried semi-annually by the tool custodian.

c. Observation. A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the system.

d. Comment. Describes conditions/actions or commendable areas, which affect the overall security mission (description of waivers/ exceptions and the fact that compensatory measures were fully implemented by the unit).

e. Three tool room/truck inspection ratings.

(1) Excellent. No deficiencies were noted during the inspection.

(2) Good (Adequate). The number of minor deficiencies noted and severity of each is such that the tools are secure, accountability is maintained, and the unit actions are initiated or implemented during the inspection to correct the cited discrepancies.

(3) Poor (Not Adequate). Two major deficiencies noted or seven minor deficiencies cited which require immediate command attention to initiate corrective action.

Chapter 5**Guards****Section I****General**

5-1. Definitions.

- a. Guard. An individual assigned duty to keep watch over, maintain order, protect, shield, defend, warn, or perform any other duties prescribed by general orders or special orders.
- b. Armed guard. A guard that has a firearm which he is qualified to fire, ammunition immediately available, and has been briefed on use of force per AR 190-14.

**Section II
Armed Guards****5-2. Armed guard requirements.**

- a. Armed guards are required under the following circumstances:
 - (1) Motor pools and aircraft parking areas where vehicles or aircraft have weapons uploaded in a ready to fire configuration.
 - (2) Shipments by air of Category I AA&E will have armed guard surveillance of aircraft on the ground and to and from aircraft.
 - (3) Shipments or movement of Category I AA&E by any other means.
 - (4) Mission essential vulnerable areas upon declaration of THREATCON CHARLIE.
 - (5) Ammunition supply points and ammunition holding areas storing Category I ammunition without an installed IDS or an IDS that is not operational.
 - (6) Sensitive compartmented information facilities in field or combat operations. The perimeter of the controlled area will be guarded by walking or fixed guards to provide observation of the entire controlled area. Guards are armed with weapons and ammunition prescribed by the supported commander.
 - (7) Protection of certain types and amounts of public funds, which are being transported or held for disbursement or deposit per DOD FM R VOL 5 (Dispersing Operations for Finance and Accounting Officers)
 - (8) Class A paying and conversion agent officers who have custody of more than \$10,000 per DOD FM R VOL 5.
 - (9) Army vehicles or aircraft (AC/RC) with TOP SECRET components on board, regardless of location.
- b. Arming of security forces personnel and unit armorers.
 - (1) Security forces personnel (guards, security patrols, security reaction force and unit armorers) may be armed with appropriate weapons and ammunition at the discretion of the installation commander concerned.
 - (2) Installation commander's decision to arm guards should be based on safety, category of property, local environment, and possible unauthorized intrusion.
- c. The use of deadly force is not authorized to prevent theft of property, to include money unless one of the situations outline in AR 190-14 applies.

**Section III
Unarmed Guards**

5-3. Unarmed guard requirements. Unarmed guards are required for the following categories of properties to meet minimum-security standards by security levels. To determine security levels use the risk analysis procedures outlined in DA Pam 190-51 (Risk Analysis for Army Property).

- a. Aircraft and components at Army aviation facilities.
 - (1) Level I. Aircraft parked at Active Army, United States Army Reserve (USAR) and Army National Guard (ARNG) aviation facilities are checked at least every three hours by roving guards.
 - (2) Level II. Aircraft parked at Active Army aviation facilities are checked at least every hour.
 - (3) Level III. Guards provide continuous surveillance of aircraft parked at Active Army aviation facilities.
- b. Vehicle and carriage-mounted/towed weapons systems and components.
 - (1) Level I. Guards check the motor pool for tampering, loss, or damage not less than once every four hours.
 - (2) Level II.

(a) Types of vehicles particularly vulnerable to theft, misappropriation, or damage in the motor pool, are segregated. These vehicles are placed where guards can watch them.

(b) Guards check the motor pool on an irregular basis, but perform security checks not less than once every two hours.

(3) Level III. Continuous surveillance is made of the motor pool by guards.

c. Communications and electronic equipment at installation level. Level III – The activity is checked at least every two hours after normal duty hours by roving guards.

d. Organizational clothing and individual equipment stored at central issue facilities. Level III - The facility is checked at least once every two hours by roving guards.

e. Subsistence items stored at commissaries, commissary warehouses, and troop issue subsistence activities. Level III – The facility is checked at least every two hours after normal operating hours by roving guards.

f. POL at bulk storage facilities.

(1) Level I. When unattended, the facility is checked at least once every three hours and each check annotated (staff duty journal).

(2) Level II. When unattended, the facility is checked at least every two hours and each check annotated (staff duty journal).

(3) Level III. Continuous surveillance is made of the facility by guards.

g. Facility engineering supply and construction material storage areas. Level III – The storage building and outside storage areas are checked at least every two hours during hours facility is not operational.

h. Audiovisual equipment, training devices, and subcaliber devices at training and support centers (TSCs) Level III – The TSC is checked at least once every two hours after normal duty hours.

i. Aircraft and vehicles with classified on-board equipment or components when located at other than Active Army, USAR, or ARNG facilities. Army vehicles or aircraft with CONFIDENTIAL or SECRET components or equipment mounted internally or externally are guarded at all times by an appropriately cleared crewmember, dedicated military, DA civilian, or contract guard.

j. Ammunition temporarily stored in an ammunition holding area.

k. AA&E deployed in the field for training or operational purposes.

l. Tanks, vehicles, or aircraft containing weapons parked inside a motor pool or aircraft parking area.

m. Large weapons that cannot be secured in arms rooms and are stored elsewhere.

n. AA&E storage areas without IDS or with inoperable IDS.

o. Category I and II nonnuclear missiles, rockets, ammunition, and explosives bulk storage areas unless protected by IDS.

p. Category I and II nonnuclear missiles, rockets, ammunitions, and explosives storage facilities shall be checked by a security patrol periodically as dictated by any threat and by the vulnerability of the facility. When the facility is protected by the IDS the intervals between checks may not exceed 24 hours. Pending installation of IDS, or IDS failure, a guard will be posted and the intervals between checks for facilities storing Category I may not exceed one hour. The intervals between checks may not exceed two hours for facilities storing Category II items.

q. Structures without IDS where Category III ammunition and explosives are stored shall be checked by a security patrol at irregular intervals not to exceed 24 hours.

r. Structures without IDS where Category IV ammunition and explosives are stored shall be checked by a security patrol at irregular intervals not to exceed 48 hours.

s. Entrance and exit points into magazines and holding areas.

Section IV Guards

5-4. Guard Training.

a. Commanders should initiate a training program per AR 190-11, AR 190-14, AR 190-56 (The Army Civilian Police and Security/Guard Program), and FM 22-6 ((Guard Duty), as applicable.

b. Use of force and weapons qualifications should be included in guard training.

5-5. Guard SOPs and Guard Orders.

- a. All guard SOPs and orders requiring the use of armed guards are staffed with the III Corps PMO (PSB), Judge Advocate General's Corps, and G-3.
- b. Commanders should review SOP and guard orders to ensure that, at a minimum, the following subjects are thoroughly covered.
 - (1) Responsibilities.
 - (2) Guards are briefed on AR 190-14.
 - (3) Type of weapon, number of rounds of ammunition, where ammunition is to be carried, and when authorized to load weapon.
 - (4) Procedure for accountability and issue of weapons and ammunition.
 - (5) Qualification with appropriate weapon.
 - (6) Special orders for guard post.
 - (7) Uniform and equipment.
 - (8) Type of communication.
 - (9) Bomb threat procedures.
 - (10) Commander should not allow loaded magazines issued to guards to be taped over to prevent guards from tampering with or losing ammunition.
 - (11) Key control procedures.

5-6. Mission Essential Vulnerable Areas (MEVAs). Each MSC has been assigned guard responsibility for MEVAs within designated base cluster areas. Each base cluster commander is responsible for securing their respective area during escalated threat conditions according to AR 525-13.

Appendix A
REFERENCES

Section I. Required References

AR 15-6

Procedures for Investigation Officers and Boards of Officers

AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 190-11

Physical Security of Arms, Ammunition, and Explosives

AR 190-13

The Army Physical Security Program

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 190-56

The Army Civilian Police and Security/Guard Program

AR 525-13

Antiterrorism

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level

AR 735-5

Policies and Procedures for Property Accountability

DA Pam 190-51

Risk Analysis for Army Property

DA Pam 385-64

Ammunition and Explosives Safety Standards

DA Pam 710-2-1

Using Unit Supply System

DOD FM R VOL 5

Dispersing Operations for Finance and Accounting Officers

FM 3-19.30

Physical Security

FM 22-6

Guard Duty

SB 742-1

Inspection of Supplies and Equipment Ammunition Surveillance Procedures

CTA 50-909

Field and Garrison Furnishing and Equipment

FH REG 190-11

Weapons

FH REG 210-18

Bomb Threat Bomb Explosion Plan

FORSCOM REG 700-4

Ammunition

FH REG 700-15

Fort Hood Ammunition Handbook

Section II. Related References

Section III. Referenced forms

DA Form 2062

Hand Receipt/Annex Number

DA Form 2407

Maintenance Request

DA Form 3020-5

Magazine Data card

DA 3120-R

Missile Firing Data Report (Hawk, Nike, and Patriot)

DA Form 3161

Request for Issue or Turn-In

DA Form 3265-R

Explosive Ordinance Disposal Incident Report

DA 3474-R

Missile Firing Data Report (Shillelagh)

DA Form 3749

Equipment Receipt

DA Form 4261/4261-1

Physical Security Inspector Identification Card

DA Form 4283

Facilities Engineering Work Request – XFA, XFB, XFC

DA Form 4579-R

Missile Firing Data Report (Lance)

DA Form 4604-R

Security Construction Statement

DA Form 5513-R

Key Control Register and Inventory

DA Form 5515

Training Ammunition Control Document

DA 5583-R

Missile Firing Data Report (Hellfire)

DA Form 5692-R

Ammunition Consumption Certificate

DA Form 581

Request or Issue and Turn-In Log/Register

DA Form 7212-R

Missile Firing Data Report (Redeye/Stinger)

DA Form 7213-R

Missile Firing Data Report (Dragon & Tow)

DA Form 7281-R

Command Oriented Arms, Ammunition, and Explosive Security Screening

DD Form 1150

Request for Issue or Turn-In

DD Form 2501

Courier Authorization Card

DD 5582-R

ATACMS Missile/MLRS Practice Rocket Firing Data Report

FH Form 550

Property Issue and Turn-In Log/Register

FH 190-X47

Property Inventory by Serial Number

Optional Form 7

Property Pass

SF Form 700

Security Container Information

SF Form 701

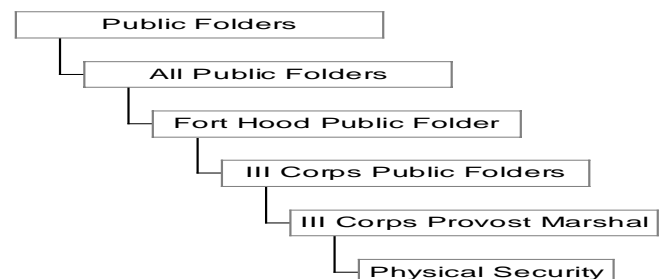
Activity Security Checklist

Appendix B Forms and Their Use

Table B-1. Form Use

Form	Title	Frequency/Use
SF 700 (not reproducible GSA purchase)	Security Container Information	Prepared for each container having a factory-installed combination-locking device. A new form is initiated each time the combination is changed.
SF 701	Activity Security Checklist	Entries are made each time the facility is closed for the day.
SF 702 (2 sided)	Security Container Check Sheet	Each time the security container, i.e., safe, arms room, is open or closed and when security checks are conducted.
OP Form 7	Property Pass	Completed by commander or supervisor whenever an individual is granted permission to remove Government property from the unit area or transport Government property in a POV.
DA Form 2062 (2 sided)	Hand Receipt	1. Entries are made whenever the facility is opened for operation or maintenance. 2. Entries are made on each duty day when physical inventory (visual accounting) of all arms and ammunition in room is conducted IAW para 4-5a of this regulation (opening inventory). 3. AA&E and IDS (alarm) keys are included. 4. When a hand receipt is required to account for property or equipment. 5. Entries are made whenever the facility is closed for the day (closing inventory).
DA Form 3749 (2 sided)	Equipment Receipt	Prepared when equipment is issued to the same person for brief recurring periods.
DA Form 4604-R	Security Construction Statement	Prepared by DPW for each AA&E storage facility. New forms are prepared every five years and when alterations are made to the AA&E structure.
DA Form 5513-R (2 sided)	Key Control Register	1. Prepared by key custodian for issuing keys. Form can be destroyed 90 days after completion. One key per line (serial number only). 2. Prepared by key custodian for inventory of keys. Form must be kept on file for one year. One key per line (location, serial number, and how many keys).
DA Form 7281-R	Local Files Check	Initially for each civilian or enlisted soldier granted unaccompanied access to AA&E storage facilities. The security screening checks are repeated every 3 years. This form is stamped and signed by the activity responsible for the records. Does not need to be redone due to change of commanders.
FH Form 550	Property Issue and Turn-in Log/Register	An entry is made each time an item is issued or returned to the facility. Completed forms may be destroyed after the next serial number inventory.
FH 190-X47	Property Inventory by Serial Number	Use to record weapon serial number inventories (except keys).

Note: Information on how to fill out forms is available on the Physical Security public folder. On the Fort Hood public folders, go to all public folders, Fort Hood Public Folders, III Corps Public Folders, III Corps Provost Marshal, Physical Security.



Appendix C
Points of Contact**Table C-1. Contact List**

Contact	PHONE NUMBER
Fort Hood MP Station	254-287-4001 287-2176 287-8012
MP Desk Sergeant	287-2176/2177
89 th MP Bde S-2	287-0155
Alarm Monitor Station	288-0872
PMO PSB	287-7211
Ammo Supply Point	287-8800

Glossary

AA&E

Arms, ammunition, and explosives

AC

Active component

AFOP

Ammunition Found on Post

AOR

Area of responsibility

ARNG

Army National Guard

ASP

Ammunition Supply Point

ASW

Ammunition Surveillance Workshop

CADs

Cartridge Actuated Devices

CIDS

Commercial intrusion detection system

CONEXs

Container express

DA

Department of the Army

DOC

Directorate of Contracting

DoD

Department of Defense

DODIC

Department of Defense Identification Code

DOIM

Directorate of Information Management

DPW

Directorate of Public Works

EOD

Explosive Ordnance Disposal

FH

Fort Hood

FORSCOM

U.S. Army Forces Command

IAW

In accordance with

IDS

Intrusion detection system

IM&R

Installation, maintenance, and repair

MILVAN

Military owned dismountable container

MP

Military Police

MSCs

Major subordinate commands

NSN

National stock number

NVDs

Night vision devices

OMA

Operation Maintenance, Army

OPA

Other Procurement, Army

PADs

Propellant Actuate Devices

PM

Provost Marshal

PMO

Provost Marshal Office

POL

Petroleum, oils, and lubricants

POV

Privately owned vehicle

PSB

Physical Security Branch

QASAS

Quality Assurance Specialist, Ammunition Surveillance

RC

Reserve Component

SI

Sensitive Items

SOPs

Standing operating procedures

THREATCONs

Terrorist threat conditions

TRADOC

U.S. Army Training and Doctrine Command

TSCs

Training and support centers

UCMJ

Uniform Code of Military Justice

USAR

U.S. Army Reserve